

RECORDING REQUIREMENTS

1. For DEEDS: One (1) ORIGINAL and THREE (3) Photocopies of the Original are required for recording pursuant to Sections 60317, 60318, and 60319 Chapter 60, Title GCA (Guam Code Annotated).
2. All documents presented for recording shall be notarized by a NOTARY PUBLIC and FULLY ACKNOWLEDGED pursuant to Section 33102, Chapter 33, Title 21, GCA, Notary Public as amended by Public Law 23-81, effective March 12, 1996. Please ensure that the Notary Stamp Block does not overlap the Notary Seal.
3. Marriage or death certificates shall be "CERTIFIED TO BE A TRUE COPY" by the Department of Public Health Vital Statistic Division. Off-Island Certificates must also be "CERTIFIED TO BE A TRUE COPY". All documents from the SUPERIOR COURT or any court from off-island shall be "CERTIFIED TO BE A TRUE COPY" and SEALED" by the Court.
4. All "DEEDS" presented for recording such as Deed of Gift, Deed of Exchange, Deed of Partition, Grant Deed, Marshal's Deed, Mortgagee's Deed, Quitclaim Deed, Warranty Deed or a Mortgagee's Deed, etc. shall contain the following information:
 - a. Grantee's Mailing Address, (Section 29154, Chapter 29, Title 21, GCA)
 - b. Real Property Description
 - c. Lot Number
 - d. Municipality
 - e. Survey Map Document Number
 - f. Area/Size of Property square meters
 - g. Estate Number, if applicable
 - h. Certificate of Title Number, if applicable
 - i. Statement of Availability of Power and Water, (Section 60314) Chapter 60, Title 21 (GCA)
 - j. Grantor and Grantee Acknowledgement with the exception of a Deed of Gift, Deed of Gifts shall be acknowledged by the Grantor's.
5. The following additional documents and/or instruments shall accompany ALL DEEDS (Title 21 GCA, Section 29158 effective September 11, 1993) AFFIDAVIT OF TRANSFEREE shall contain the following information and acknowledged by the Grantee(s) and Notarized by a Notary Public whether or not the Grantee is:
 - a. Single and property acquired shall be "My Sole and Separate Property" or
 - b. Married – and shall state the name of spouse and if the Property acquire is either:
 1. Community Property with rights of survivorship
 2. As joint tenants with rights of survivorship
 3. As sole and separate property and not community property.
6. AFFIDAVIT OF TRUE CONSIDERATION shall accompany all deeds acquired by purchased and should state the actual purchase price. The deed must be acknowledged by both Grantor and Grantee and Notarized by a Notary Public (Section 20102, Chapter 20, Title 11 GCA).

Please make your check payable to "Treasurer of Guam". All receipts issued for recording shall be paid on the same day.

Terezo R. Mortera
Civil Registrar